

Meeting: Executive Committee

Date: July 28, 2004

Time: 3:00 p.m. – 5:00 p.m.

Location: Conf. Room 400B

Members Present												
Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Jeffrey Hawkins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elizabeth Dawsey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brenda Stimson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keith Meeks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joy Schumacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Parent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kalvin Scarber	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Stephens Ferris	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guests												
Waymond Burks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff												
Jewell Martin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cynthia Fletcher-Marshall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kamau Akinyele	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandra Cavette	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jerelle Moseley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Topic	Discussion	Action	Responsibility	Consult	Inform	Due Date
Grantee Report	HIV/AIDS Programs has been notified that there is a lack of funding for the Dental Program. The state is requesting that we contribute funds for Title I clients for FY2004-2005 (approximately 450,000).	Chairperson stated we will discuss at the next Executive Committee meeting. A decision will be made as to whether we will or will not fund, or fund partially or fully.	J. Hawkins	J. Martin		
Overall Planning Cycle	The needs assessment is currently being finalized. It has been recommended that in the future continuous data is	Motion was made to move forward and obtain a consultant to train members on the P&A process. The budget for the				

	<p>collected. Once needs assessment is completed the P&A process will begin in April. The Planning Cycle will be 3-4 months.</p> <p>The Chairperson is interested in seeing high PWA involvement with the P&A process.</p>	<p>consultant, Lennwood Green, was reviewed.</p> <p>Motioned 2nd and Passed.</p>				
Preparation for Grant Application	Coordinator needs direction for the grant application process.	S. Cavette will speak with grantee about obtaining bids, etc.	S. Cavette			
Nominations	Chairperson proposed the committee review applications of new members to determine skill sets and contact via letter to request they chair or co-chair committees.		J. Hawkins			
Resource Development and Fiscal Oversight	J. Schumacher advised committee that she is not getting any answers in regards to SEMHAC finances.	<p>Chairperson will prepare memo to grantee to find out mechanism in which information should be provided to the Planning Council in a timely manner.</p> <p>Grantee entered meeting after discussion and stated they will provide amount of expenditures per service categories and will provide a quarterly report.</p>	<p>J. Hawkins</p> <p>J. Martin</p>			08/11/04
Staff Support Report Membership Appointments	The Mayor's office is concerned why there are so many new members being appointed to the Planning Council.	Chairperson assigned Membership/Nominations & By-Laws Committee Chairperson to provide a written document explaining 1) the process, 2) what SEMHAC	M. Parent			

	<p>M. Parent advised that 28 members terms had expired and they were given the opportunity to respond for 2004 membership. Also, memberships were determined terminated due to the attendance policy.</p> <p>The question why is Mary Stephens Ferris still on the planning council was brought to the table. It was decided that the attendance policy will be put forth starting today. If she accumulates two absences a letter will be sent to her by the MNB committee.</p>	<p>did, and 3) note that we were in compliance.</p> <p>SEMHAC Chairperson will provide a cover letter for the documentation submitted by the MNB Committee.</p>	J. Hawkins				
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Jeffrey Hawkins
Chair/Co-Chair Signature

August 11, 2004
Date